

Message

From: Anderson-Carnahan, Linda [Anderson-Carnahan.Linda@epa.gov]
Sent: 11/24/2020 8:44:03 PM
To: Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]
CC: Fraser, Michelle [Fraser.michelle@epa.gov]
Subject: RE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials

Hi Michelle,

LSASD purchased 25 copies of the book 'How to be an Anti-Racist' using training funds (total cost: \$502.28). Our plans were to distribute the books to LSASD staff who had expressed interest in participating in a discussion of the book. I had been told by one of managers that ORC had taken a similar approach but later learned that ORC staff purchased their own copies of the How to be an Anti-Racist book and held their book club discussions during nonwork hours. When EO 13950 came out, we had not yet mailed the books to staff (we did mail one of the extra copies to Dan Opalski who had expressed interest in reading it). I had staff check to see if the books could be returned or exchanged (they could not).

Linda Anderson-Carnahan
Director
Laboratory Services and Applied Science Division
US EPA Region 10, 14-D12
Suite 155
1200 Sixth Ave
Seattle Wa, 98101-3188
Office: (206) 553-2601
Cell: (206) 291-6879

From: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>
Sent: Monday, November 23, 2020 2:41 PM
To: R10-ET Mail Group <R10ET_Mail_Group@epa.gov>
Subject: FW: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials
Importance: High

Hello everyone,

As discussed during our ET meeting today, **please reply (with a copy to Michelle Fraser) by COB Wednesday November 25th** with any training(s) you are proposing for your Division/Office that would meet the criteria outlined below. We will review the list and get back to you if we need additional details to submit to HQ.

Please provide the title of the training and whether it would involve a contract.

Thank you for your attention to this.

Michelle

Michelle L. Pirzadeh
Deputy Regional Administrator
U.S. Environmental Protection Agency, Region 10
Office: (206) 553-1234
Cell: (206) 499-1927

Fax: (206) 553-1809

From: OHR DIRECTOR <OHR_DIRECTOR@epa.gov>

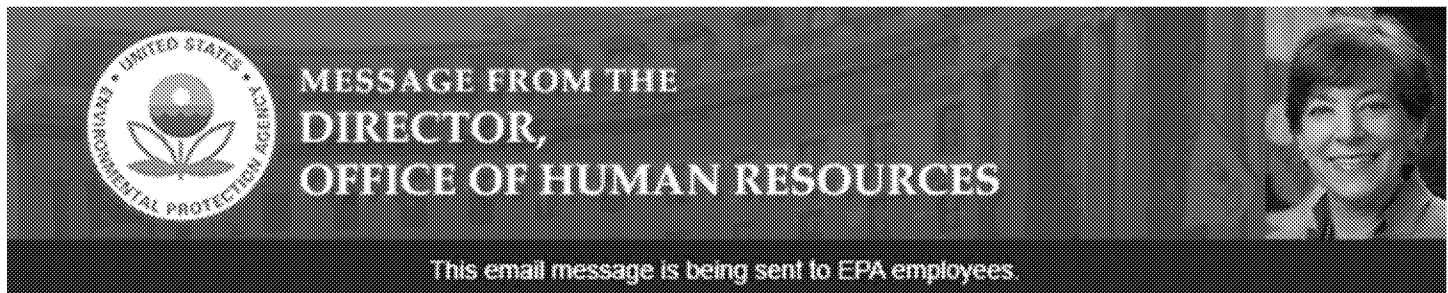
Sent: Thursday, November 19, 2020 1:35 PM

To: Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>

Cc: Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; RHRO <RHRO@epa.gov>; OMS-ARM-OHR-PMOs <OMS-ARM-OHR-PMOs@epa.gov>; EEO Officers <EEO_Officers@epa.gov>

Subject: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Importance: High



Colleagues,

On September 22, 2020, President Trump issued [Executive Order 13950](#) combatting race and sex stereotyping. This order requires federal agencies to “submit copies of any training, workshop, or similar programming having to do with diversity and inclusion as well as information about the duration, frequency, and expense of such activities.”

Additional guidance provided in OPM’s memorandum “[Mandatory Review of Employee Training under E.O. 13950 September 22, 2020](#)” states:

The Executive Order applies to all diversity and inclusion training programs, including programs developed prior to the issuance of this Executive Order, as well as new programs that may be proposed or established after September 22, 2020. Coverage includes, but is not limited to, all training that is paid for with Federal funds or that Federal employees are required or permitted to view, listen to, or participate in while on Government-paid time. Included is training that is conducted or led by Government employees; training that is conducted or led by contractors or others; live training sessions conducted in person or by any electronic means, whether telephonic or video; materials posted on any Federal agency’s public-facing or internal Internet or Intranet sites; and, written or video materials or other content that have been produced or procured with Federal funds and that are available to the general public or that Federal employees are required or permitted to read or view.

The Office of Human Resources will submit a single request to OPM on behalf of the U.S. Environmental Protection Agency. **By November 27, 2020**, please provide an overarching diversity and inclusion training plan for your organization covering FY2021 and FY2022. In this plan, include information about each diversity and inclusion training topic and title, vendor, instructor, cost and scheduled offering.

For planned training activities complete this [form](#) and for each planned training activity upload the following materials in an electronic document format (not a link) to the [D&I Training Community Teams](#) site (request access to site prior to loading documents):

- Course agenda

- Instructor guide
- Participant guides
- PowerPoint slides
- Any additional materials or handouts (including links to web-based course previews or other web-based content).

We understand vendors may have concerns about the proprietary nature of their materials. Please assure them the materials will be used for review purposes to ensure adherence to EO 13950 only.

Each agency is required to identify a senior political official to serve as a point of contact for OPM. For EPA, this is Dave Zeckman. Once all training materials are gathered, the single agency package will be submitted to OPM for review. OPM will evaluate packages on a “first in and first out” basis and will assess each training for compliance with the Executive Order. Any training arising after the EPA package is submitted should be sent to Claire Milam. Claire will work with Dave to determine if the new training is covered by the Executive Order and arranging for OPM assessment as needed.

Please direct any questions to Claire Milam, Acting Chief, Training Branch at 202-564-7582 or milam.claire@epa.gov.